



# Goal Setting Worksheet

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**MENTORING  
RESOURCES**

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## Mentoring Program

### GOAL SETTING WORKSHEET

Start by thinking about different areas of improvement you would like to work on with your mentor. Prioritize them on a scale from 1 to 3 (1 - most important, 2 - medium importance, 3- not important right now), then list your specific concerns in this area.

<b>Being a Good Leader/Manager</b>  Priority:  Concerns:	<b>Building Relationships/ Networking</b>  Priority:  Concerns:	<b>Creating Work/Life Balance</b>  Priority:  Concerns:
<b>Developing My Career</b>  Priority:  Concerns:	<b>Changing Jobs or Career Paths</b>  Priority:  Concerns:	<b>Working Successfully in the Field</b>  Priority:  Concerns:
<b>Learning More About My Interest Areas</b>  Priority:  Concerns:	<b>Improving My Technical Skills</b>  Priority:  Concerns:	<b>Understanding the Culture of the Profession</b>  Priority:  Concerns:

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<p><b>Preparing for Promotion</b></p> <p>Priority:</p> <p>Concerns:</p>	<p><b>Furthering My Education</b></p> <p>Priority:</p> <p>Concerns:</p>	<p><b>Dealing with Difficult People</b></p> <p>Priority:</p> <p>Concerns:</p>
<p><b>Managing Change</b></p> <p>Priority:</p> <p>Concerns:</p>	<p><b>A Recent Promotion</b></p> <p>Priority:</p> <p>Concerns:</p>	<p><b>Other:</b></p> <p>Priority:</p> <p>Concerns:</p>
<p><b>Other:</b></p> <p>Priority:</p> <p>Concerns:</p>	<p><b>Other:</b></p> <p>Priority:</p> <p>Concerns:</p>	<p><b>Other:</b></p> <p>Priority:</p> <p>Concerns:</p>

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Next, look at the areas you marked as MOST IMPORTANT and the concerns you listed in those areas. Translate those concerns into goals, remembering that goals should be SMART:

- **SPECIFIC** - Is this goal narrow enough?
- **MEASURABLE** - How will I be able to tell whether I've achieved this goal?
- **ATTAINABLE** - Can I create an action plan that leads me to achieving this goal?
- **REALISTIC** - Is it reasonable to expect that I will achieve this goal?
- **TIMELY** - Can I achieve it by my deadline?

Use this area to define your goals, commit to a deadline, and note what you have achieved throughout the program.

GOALS	DEADLINE	DEFINE SUCCESS
1.		
2.		
3.		
4.		
5.		

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